BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGI 11-101

15 JUNE 2001

Flying Operations

FLYING-HOUR MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This Air National Guard (ANG) instruction implements AFPD 11-1, *Flying Operations*, by providing guidance to the ANG staff and units outlining responsibilities, policies, and procedures for planning, programming, and executing flying hours throughout the ANG. It also provides guidance and policy for reporting flying-hour execution. This instruction is applicable to all ANG flying organizations including wings, groups, and detachments. Send recommended changes or comments to ANG/DO 1411 Jefferson Davis Highway, Arlington VA 22202, through appropriate channels using AF Form 847, **Recommendation for Change of Publication.** Failure to observe the prohibitions and mandatory provisions in the publication is a violation of Article 92, UCMJ; or that noncompliance may result in punishment under Article 92, UCMJ. This is a new command instruction and must be completely reviewed.

1. General Information.

1.1. Program Objective: The command's objective for management of the annual flying-hour program (FHP) is to program for requirements, validate requirements, and fully execute each funded program element code (PEC). Another objective is to ensure that aircrew readiness and proficiency is maintained at the highest level possible using available resources. *NOTE:* Fiscal year flying-hour programs (O&M/TWCF) (Operational Maintenance / Transportation Working Capital Fund) can not be exceeded without approval from ANG/DO.

1.2. Units must fly within their individual program and schedule accordingly to fully execute their annual O&M and TWCF allocation. Contingency flying hours are not included in the O&M training program and are explained in detail later in this document. Training (O&M) hours may be used during deployments if the sole purpose of the mission is training. This includes Air Expeditionary Forces (AEF) deployments.

1.3. ANG/DO will ensure that each unit has adequate flying hours for their aircrew to attain and maintain aviation skills necessary to successfully accomplish the unit's Deployment Operational Capability (DOC) tasking and peacetime mission requirements.

1.4. Units are responsible for planning and executing their annual flying-hour program. Commanders will ensure that a flying hour working group (FHWG) is formed and meets on a regular basis. The FHWG will include, as a minimum, representatives from OG, LG, and FM.

1.5. Unless otherwise appointed by the wing commander, the Operations Group commander (OG/CC) or the GS-14 Air Operations officer (AO) will chair the FHWG.

1.6. FHWG meetings will be held not less than quarterly. Meeting minutes will be documented and maintained in operations IAW AFI 37-139, TABLE 37-11, Rule 13.

2. Programming Flying Hours.

2.1. ANG/XP participates in the ANG, MAJCOM, and air staff corporate process to develop the program objective memorandum (POM). Flying hour programming occurs in the POM development, and may include new missions, changes within an existing program element (PE), transfer of flying hours between program elements, or establishment of new requirements.

2.2. ANG flying-hour requirements are identified in the POM submittal. In order for ANG/XP to address flying hours in the POM, subject matter experts, known as PEMs (program element monitors), and current operations action officers (AOs) will articulate specific training and flying hour requirements for the weapon system, as derived from lead command models. If the requirement gains support during this process, ANG will include the issues in its POM submittal.

3. Modeling Process.

3.1. ANG flying-hour requirements will be developed, by using lead command model design series (MDS) models tailored to ANG specific requirements and capabilities, i.e. experience levels, crew availability, special missions, and aging requirements. Models must use standard AF methodology in developing flying-hour requirements, to ensure credibility to withstand OSD and AF audits.

3.2. The AF modeling process will support two major functional requirements, training (operational and formal), and TWCF. Both requirements support joint and Air Force mission essential tasks lists (AF & -JMETLs), and MAF & CAF specific training requirements.

3.2.1. Operational requirements are sortie or events-based and focus on skill sustainment, and formal training focuses on initial skill development and aircrew production. TWCF requirements support extended customer airlift needs.

3.2.2. ANG specific factors (i.e. crew ratio, training sorties/events, and deviations) must be readily traceable to a source document (i.e., AFI 11-2 series documents or validated historical analysis).

4. Funding Process.

4.1. The requirement then passes from the POM to the budget estimate submission (BES) and President's Budget (PB), as ANG/FM re-prices the program based on factors developed by the Air Force Cost Analysis Improvement Group (AFCAIG). O&M funds to support the flying-hour program consist of JP4/5/8 aviation fuel Element of Expense / Improvement Code (EEIC 699), Materiel Support Division items, commonly referred to as Depot Level Repairables (DLRs) (EEIC 644), flying consumable supplies (EEIC 60902), and fly program related Government Purchase Card (GPC) as determined by the Resource Cost Center Code (RCCC) used (EEIC

61952). ANG/LGXR serves as the Command DLR Resource Manager and functional expert for these factors. Upon receipt of funding guidance from ANG/FM, ANG/LGXR will recommend proposed DLR funding for field units at each unit's established cost per flying hour.

4.2. Since similar weapon systems may have different operating costs, each unit may have a unique Cost Per Flying Hour (CPFH) factor based on it's own historic operating expenses.

5. Flying Hour Allocations.

5.1. Annual flying-hour requirements are validated by the unit's FHWG and then included in the flying-hour exhibit of unit's annual FinPlan (Financial Plan). Requirements may include operational mission (DOC) training, AEF support, and TWCF.

5.1.1. Flying-hour exhibits will then be validated by ANG/DOO to ensure that overall requirements do not exceed specific program element allocations included in the President's Budget.

5.1.2. Once validated and coordinated within the HQ ANG FHWG, ANG/DO will then publish fiscal year (FY) allocations on the ANG/DO flying-hour home page. It is the unit's responsibility to verify that allocations identified on the flying hour-home page are correct.

5.2. Annual flying hour allocations may consist of 3 categories of hours.

5.2.1. O&M, which support the unit's DOC tasking and training deployments/exercises, i.e; Coronet Nighthawk, Coronet Oak, Keflavik Alert, Flag exercises, etc.

5.2.2. Scheduled AEF contingencies, i.e., Northern Watch, Southern Watch and Deliberate Forge. These contingencies are supported by distinct non-O&M appropriations and directed by HQ USAF.

5.3. TWCF hours may only be executed by strategic and tactical airlift units, and KC-135 tanker units. TWCF hours will be added to the O&M portion of the annual flying-hour allocation. Maximum TWCF levels are set forth in established agreements with HQ AMC and HQ USAF/XOOT.

6. Funding Current Year Allocations.

6.1. At the beginning of each FY, ANG/DO announces an annual flying hour allocation for each ANG Wing. At the same time, 75% of those hours are issued and funded at a CPFH factor calculated from flying-hour and dollar execution data from the preceding FY for each unit/PAA. This is considered as the "initial" allocation. The remaining hours are issued after the second Budget Execution Review (BER II), usually in April. At this review, adjustments to the unit's CPFH and the annual flying-hour allocation may be made depending on the year-to-date execution of flying hours.

6.2. Changes to the annual allocation resulting from this review will usually result in parallel changes to associated funding; that is, an increase in flying-hours results in increased funding; whereas, a decrease in hours results in decreased funds. This process may be heavily influenced by significant changes from the initial CPFH. The total unit allocation will be re-priced at the current year rate calculated; and the difference in initial funding allocation and the new calculated requirement will be issued.

7. Budget Execution Review (BER II) at Midyear.

7.1. Midyear Flying-hour Review. The Midyear Flying-hour Execution Review is an event which coincides with the Budget Execution Review, and occurs at the midpoint of the FY. The primary purpose of this activity is to ensure that the rate of execution for the unit's O&M (training) flying-hour program is in harmony with the projected plan of execution.

7.2. Unit commanders are responsible for ensuring that the Midyear Flying-hour Execution Review is conducted by April 15th each year. Units will need to evaluate the hours originally allocated for training, changes to their specific unit flying-hour program (i.e. aircraft modifications, conversions, contingencies, exercises or deployments), and project their requirements to the end of the FY. It is imperative that regular FHWG meetings are held to ensure that the unit is on track with flying-hour execution plans.

7.3. All units will report their delta results (positive or negative) in writing (e-mail or U.S. Mail) NLT 1 May of each year to ANG/DOOS. Units that fail to report will have their allocations automatically adjusted by ANG/DOOS based on past performance and the previous 6 months execution. Units will be notified of the flying-hour adjustments by official letter to the Wing/CC.

8. End-of-year Close-out

8.1. End-of-year close-out is the process in which a unit balances their final requirements with allocations and makes the necessary adjustments needed to fully execute their flying-hour program. This process will be conducted during the first week of August, and will be properly announced by ANG/DOOS in advance.

8.2. In determining End-of-year requirements, units will calculate actual year-to-date execution and add scheduled training and AEF requirements for the remaining of the FY. This figure identifies the final FY requirement. Determine the delta (+/-) from what was previously adjusted during the midyear review, and the result, is the new end-of-year close-out figure.

8.3. Delta adjustments to previous allocations will be made at this time. All increases or decreases in flying hours will be accompanied by the associated CPFH funding. If hours are returned, funding will be withdrawn by ANG/FM. If additional hours are required and authorized, then money will be provided. All funding calculations will be based on your adjusted CPFH determined for your unit at BER II.

8.4. Emergency allocations after the final close-out will be addressed on an individual basis by the ANG FHWG. Consideration will be given for short notice HHQ tasking, natural disasters (i.e. hurricanes, wild fires, flooding, etc.), and contingencies.

9. AEF Contingencies.

9.1. For the purpose of this instruction, AEF contingencies are defined as operations directed by HQ USAF with tasking from a gaining MAJCOM through the ANG Deployments Division. Examples of AEF contingencies include: Northern Watch, Southern Watch, and Deliberate Forge.

9.2. All flying hours logged during deployment, employment, and redeployment phases of contingencies will be coded for the specific contingency being flown. Airborne spares will also log hours for the specific contingency. Mission symbols for these contingencies will begin with the letter "C", 01(zero one), or 02 (zero 2).

10. Rotational (Non-AEF) Deployments and Exercises.

10.1. Rotational exercises and non-AEF deployments will use O&M training hours unless otherwise instructed by the tasking activity and coordinated with ANG/DOOS. These missions may include Coronet Oak, Coronet Nighthawk, Keflavik Iceland Alert, Red Flag, and Cope Thunder and other similar exercises. Specific mission codes can be found on the ANG master mission symbol list located on the ANG/DO flying-hour home page.

10.2. Although units will receive AEF participation credit for the above missions, for the purpose of flying-hour management, these hours are considered non-AEF due to funding appropriations, and will be projected and allocated as O&M hours.

11. Counterdrug (Federal & State) Support.

11.1. Counterdrug (CD) Hours: NGB-CD schedules, allocates, and authorizes all reimbursements associated with the CD program. For the purpose of managing flying-hour resources, directly programmed CD hours are provided for C-26 aircraft only. Flying hours for other ANG aircraft are executed within the ANG O&M hour program and are thus included in the unit's overall annual O&M allocation. Counterdrug hours will be included in the unit's projected yearly requirements.

11.1.1. Coronet Nighthawk flying hours will be programmed and allocated as part of the O&M training hours. These hours will be included in the unit's annual flying-hour allocation. Use of the proper mission symbol is imperative for accurate accountability and reimbursement for missions flown.

11.1.2. Coronet Nighthawk support missions will be executed using O&M hours using mission code: T3CN. Coronet Nighthawk support hours will be projected and allocated in the unit's annual O&M plan.

11.2. Use the following mission symbols for counter drug missions.

11.2.1. Federally funded counterdrug missions: P6FG (all MDSs) (including Coronet Nighthawk)

11.2.2. State funded counterdrug missions: P6SG (all MDSs)

11.2.3. Coronet Nighthawk Support (all MDSs): T3CN

11.2.4. Flowing Shula Support missions: P6FP Deploy / Redeploy, (all MDSs)

11.2.5. Flowing Shula Operational missions: 09FG (0=zero)

12. Transportation Working Capital Fund (TWCF)

12.1. TWCF hours provide economic airlift while accomplishing valuable airlift training. TWCF hours can be executed while performing Channel, SAAM, JA/ATT, exercise, or contingency missions. Execution is validated by mission symbols within the Reliability and Maintainability Information System (REMIS) data system.

12.2. A portion of the overall ANG flying-hour program is committed to TWCF missions. Historically, the ANG TWCF commitment is *approximately* 4% of the overall C-130 & KC-135 training programs, and 22% of the overall strategic airlift (C-5 & C-141) training programs.

12.2.2. This commitment is an agreement whereby the ANG agrees to fly a specific percentage of it's programmed hours to support worldwide AMC TWCF requirements. There is no direct

appropriated TWCF funding. Funding must be earned by flying TWCF missions. However, only properly coded hours may be validated for reimbursement.

12.2.3. Annual flying-hour allocations will include TWCF and O&M hours. Units will receive advance funding to support both O&M training and projected TWCF requirements. HQ ANG provides the units "up front" funding and then collects for TWCF hours after the fact from HQ AMC. ANG/DOOS provides monthly reports of TWCF hours flown to HQ ANG/FMAO who bills the TWCF account monthly. The official data source for billing and validating TWCF hours flown each month is the REMIS data system.

12.2.4. Units flying TWCF missions will use appropriate TWCF mission codes listed in the ANG mission symbol list and AMC's GO81 data system. These codes are the sole source for identifying and documenting a unit's TWCF participation. TWCF mission codes will begin with a C, L, or M.

13. Depot Level Repairable (DLR). DLR rates are determined by the AFCAIG. For example, if a unit deploys to Decisive Edge and flys 100 hours while there, this is considered as contingency overfly and is included in the unit's FY allocation. However, the unit will not receive an additional reimbursement. This is because, regardless of the type of hours flown, each unit has already been paid the associated DLR costs within their program. ANG/LGXR will consider requests for additional reimbursement on a case-by-case basis.

14. Overfly Reimbursements.

14.1. Overfly is the state or condition a unit reaches when it has fully executed its entire annual allocation (O&M & TWCF) for the current year. Afterwards, all flying hours accumulated will be considered as overfly hours. Overfly hours must be approved by ANG/DOO prior to execution.

14.2. Reimbursement for flying hours is contingent on proper use of mission utilization codes. Reimbursement is based on actual flying hour data retrieved from REMIS using these codes. ANG billing statements for TWCF hours are validated by mission symbol codes. This process is critical for the ANG to obtain reimbursement of funds provided to units at the beginning of the FY. Failure to properly code flying hours will jeopardize the ability of the ANG to fully fund aircraft maintenance.

15. Planning and Reporting Execution.

15.1. Each OG/CC or designated representative will actively participate in established unit FHWG meetings along with representatives from FM and LG activities. ANG/LG monitors monthly flying-hour execution for each unit through REMIS. Unit level maintenance debrief personnel make inputs to the Consolidated Aircraft Maintenance System (CAMS) or GO81, which in-turn flows the data to REMIS.   Since the data fluctuates, validation must be accomplished at all levels. Units must correct discrepancies between the HQ ANG monthly report and their own end-of-month reports. If units cannot make corrections locally, they will e-mail or fax a copy of the REMIS/CAMS/G081 end-of-month report to ANG/LGMM.

15.2. The mission symbol selects the correct PEC when flying hours are entered. If the incorrect mission symbol is entered, then an incorrect PEC code will be charged with the flying hour. Unit LG personnel must ensure that the appropriate PEC for the specific aircraft is used when logging flying time into CAMS/GO81/REMIS systems.

15.3. For the purpose of reporting flying hours in CAMS and GO81, use the full 4-character mission symbol (utilization code) in Block 7. The first two characters are defined by HQ USAF, and the third and fourth by the MAJCOM. The "G" PEID code will be annotated in Block 8 for ANG-owned aircraft.

15.3.1. Mission Symbols/Utilization Codes: Approved mission symbols are four character codes established to identify missions that ANG units may be required to support. These codes are routinely updated, and are available on the ANG/DOOS flying-hour home page. Due to the requirement to support new and immediate missions throughout the world, this list can be updated without notice.

15.3.2. Mission numbers are twelve characters in length and signify the type of mission being flown. A mission number is normally broken into four parts. ANG unique mission identifiers are easily distinguished from AMC mission numbers by the third character; it will be a numeric character.

16. Program Measurement.

16.1. The overall ANG flying-hour program is measured using two basic categories; direct and indirect.

16.2. Direct hours: O&M training and TWCF hours as identified in the President's Budget Decision (PBD).

16.3. Indirect hours: Programmed hours not funded by the President's Budget. These may include NSF (National Science Foundation), FMS (Foreign Military Sales),and Special Operations Flight (SOF).

17. Management Control.

17.1. Management control of the flying-hour programs will be performed by following the Compliance Review Guide (CRG). The CRG can be found and downloaded from the ANG/FM/DO web sites. Although the CRG may not be inclusive of every area to be evaluated, it serves as a minimum to be evaluated. Units may expand the CRG to include their unique areas of concern.

17.2. The chairperson of the unit / command FHWG must complete an annual review of their respective program to ensure compliance with published directives, policies, and / or agreements. Program reviews will be documented on the unit's annual statement of assurance. Program deficiencies or identified problem areas will remain open until corrected or resolved.

                                              PAUL A. WEAVER, JR., Major General, USAF
                                              Director, Air National Guard

OFFICIAL

DEBRA LARRABEE, Colonel, USAF   Attachment
Chief Support Group   Glossary of References and Supporting Information

Attachment

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 11-1   *Flying Operations*

AFPD 11-4   *Flight Management*

AFI 11-401   *Flight Management*

AFI 21-103   *Equipment Inventory, Status, and Utilization Reporting*

Office Symbols

ANG/DO – Director of Operations and Operations Directorate

ANG/DOO – Operations Division

ANG/DOX – Deployments Division

ANG/DOOS – Operations Support Branch

ANG/FM – Financial Management

ANG/LGM – Maintenance Division

ANG/LGS – Supply Division

ANG/LGX – Logistics Plans Programs Integration & Manpower

ANG/XP – Plans & Programs

Abbreviations and Acronyms

AF – Air Force

AEF – Air Expeditionary Force

AFCAIG – Air Force Cost Analysis Improvement Group

CAMS – Consolidated Aircraft Maintenance System

CPFH – Cost Per Flying Hour

CRG - Compliance Review Guide

DLR – Depot Level Repairable

DOC - Design Operational Capability

EEIC – Element of Expense / Identification Code

FINPLAN – Financial Plan

FHP – Flying-hour Plan

FHWG – Flying Hour Working Group

FY – Fiscal Year

GPC – Government Purchase Card

HQ USAF – Headquarters United States Air Force

JCS – Joint Chiefs of Staff

MAJCOM – Major Command

MDS – Model Design Series

MWS – Major Weapon System

NGB – National Guard Bureau

O&M – Operation & Maintenance

OPR – Office of Primary Responsibility

PAI – Primary Aircraft Inventory

PEC – Program Element Code

PEID - Program Element Identification Code

PEM – Program Element Monitor

POM – Program Objective Memorandum

REMIS - Reliability and Maintainability Information System

TWCF – Transportation Working Capital Fund

Terms

Air Staff-Headquarters Air Force functional area staff agencies.

Budget Execution Review II (BER II)-This is the budget review activity which occurs at the midpoint of the fiscal year.

Modeling-The process that commands use to determine specific MDS flying-hour requirements for programming purposes.

Overfly Credit-Overfly credit is achieved when a unit fully executes it's total FH allocation. ANG/DOOS must approve hours to be considered for overfly credit.

Reimbursable Flying Hours-Hours flown for other agencies which are reimbursed to the HQ ANG. These hours are considered as "overfly credit hours" which may qualify the unit for additional funding providing hours flown exceed the funded allocations.

TWCF-Transportation Working Capital Fund: A fund established to provide peacetime airlift for external customers at a competitive rate with civilian carriers.